



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS  
FLEET & FAMILY READINESS PROGRAM

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT # ANNA 010 - 11

POSITION : CUSTODIAL WORKER NA 3566 - 02

SALARY: \$9.45 p/h

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**LOCATION: ANNAPOLIS BLUE JACKET CAFE**

**OPEN: February 4, 2011**

**CLOSE: Till Filled**

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**AREA OF CONSIDERATION: ALL SOURCES**

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☐ Regular Full-Time (35-40 Hours Per Week)

☐ Regular Part-Time

(20-34 Hours Per Week)

☒ Flexible Schedule (0-40 Hours Per Week)

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Submit required forms OF-612 AND OF-306 (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs>)

To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 47402 Buse Road, Bldg. 467, Suite A, Patuxent River, MD 20670. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please direct inquiries to: 301-342-3653

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## **DUTIES AND RESPONSIBILITIES:**

Performs one or more of the following duties: scrubs, strips, waxes and polishes floors using heavy (industrial-type) powered scrubbers and buffers. Vacuums rugs using heavy (industrial-type) vacuum cleaner. Adjusts, cleans and oils these machines and changes brushes, rollers, buffers and other attachments on them. Washes and replaces venetian blinds, changes light bulbs and washes ceiling fixtures and room partitions, using ladders and scaffolds. Moves heavy furniture, supplies and equipment. In living quarters, makes beds, changes linens and collects soiled linen. Keeps rest rooms in clean, orderly and in sanitary condition. Cleans disinfects and deodorizes lavatories, urinals and toilet bowls. Cleans mirrors, sinks and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue and hand towels and soap. Maintains a stock of cleaning material and equipment and notifies supervisor when more is needed. Performs other related duties as assigned.

## **QUALIFICATIONS:**

Knowledge and skill sufficient to read signs, follow simple oral and written instructions. Ability to work safely while moving lightweight objects. Ability to use powered equipment and perform minor maintenance of the equipment. Ability to learn Material Safety Data Sheets. Must be able to walk or stand for prolonged periods of time. Must be able to bend, stoop, reach and lift. Must be able to handle items weighing over 50 lbs. Must be able to obtain a Health Card. Incumbent must be able to obtain access to base computer system if applicable.

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**Note:** All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application, you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders.

**Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.